

SCHOOL COUNSELOR STANDARD (Endorsement Code 2702)

TO AVOID DELAYS:

1. Apply online at <http://www.nj.gov/education/educators/license/tcis/>
2. **After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE.** For this certificate, you will need to submit the “Oath of Allegiance/Verification of Accuracy” form available under “Forms and Documents” on our website, official transcripts, copies of official course descriptions, copies of out-of-State certificates (if applicable), official letters of experience (if applicable). If possible, please have transcripts sent to you first and then forward them in the [sealed envelope\(s\)](#) together with any other documents.
3. Please put your tracking number OR your Social Security number on all documents that you send us.
4. Non-citizens do **not** need to submit the “Oath of Allegiance/Verification of Accuracy” form. Instead, they must submit both the “Non-citizen Oath of Allegiance” and Non-Citizen Affidavit to Become a Citizen” forms available under “Forms and Documents” on our website. Additionally, non-citizens must send in an evaluation from a foreign credentials agency. Please go to <http://www.nj.gov/education/educators/license/1145.htm> for more details.

In order to be eligible for the STANDARD CERTIFICATE, you will need to apply and meet the following requirements:

OPTION 1

To be eligible for the School Counselor Standard, the candidate **shall hold the appropriate master’s degree** and complete **ONE** of the following:

1. An appropriate NCATE-approved educational services program at an out-of-State college or university. **Please send in official transcripts with degree conferral and documentation that you completed an NCATE-approved program.**
2. A candidate who has completed a master’s or higher degree from a regionally accredited college or university whose school counseling program meets the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) will be issued a standard school counselor certificate. **Please send in official transcripts with degree conferral and documentation that you completed a CACREP program.**
3. Out-of-state candidates who have three years of successful full-time experience in the appropriate field in another state under that state’s standard certificate authorizing such service may be eligible for the standard NJ certificate. The candidate shall hold a currently valid standard certificate from that state in the appropriate field. The experience shall occur in the seven years immediately prior to the application for the New Jersey educational services certificate. **Please send in official transcripts, a copy of the out-of-state license, and an official letter on school letterhead from a school official validating 3 years of a fulltime experience under a valid out-of-State**

license. The letter should include dates of employment, assignment, and full-time or part-time status.

OPTION 2

If you do NOT meet one of the requirements listed above in Option #1, you must complete all the requirements below.

To be eligible for the School Counselor Standard, you must complete the following:

Master's Degree Requirement

- A master's or higher degree from a regionally accredited 4-year college/university is required.

Required Graduate Study

- As per N.J.A.C. 6A:9-13.8 (b)2, **forty-eight** graduate *semester-hour* credits including the specified areas of study below are required.

☒ 18 credits Counseling to include a course in each of the following areas:

- ☒ Theory and procedures in individual & group guidance
- ☒ Counseling and interviewing techniques
- ☒ Career counseling (vocational guidance)

☒ 3 credits in Testing & Evaluation

☒ 6 credits in Psychology

☒ 3 credits in Sociological Foundations

Suggestions include: Multicultural Counseling; Educational sociology; Social problems, juvenile delinquency law, and family; or Urban sociology.

☒ 3 credits in community agencies, organizations, and resources.

☒ 3 credits in Statistics or Research methods

☒ 6 credits in Supervised Counseling Practicum in a school setting (see below for details)

☒ 6 Elective credits in any of the following topics: education; counseling; testing & evaluation; psychology; sociological foundations; statistics & research methods; curriculum development; program planning; guidance; measurement; vocational education; learning disabilities; human relations; or group process theory and procedures.

All graduate credits must appear on a regionally accredited 4-year college/university transcript.

Supervised Counseling Practicum

- Please be advised that **6 credits** in a Supervised Counseling Practicum must be completed in a school setting. A clinical setting will not be accepted. When you complete this requirement, please submit along with your official transcript an original letter from the School Counseling Department Chairperson at the college or university to verify in which setting the experience was completed.

OTHER: Please provide official course descriptions from all graduate coursework that covers the above required study areas.

FEE INFORMATION: *As of January 8th, 2008, fees have been raised. Please go to <http://www.nj.gov/education/educators/license/fees.pdf> for more details.* \$ The cost of the certificate is \$95. If you apply and are denied, you will be charged a fee of \$70. ***Please be advised that all fees, including money left on file, are nonrefundable.***

****I have read the requirements above and have applied. What are the next steps?**

1. You may check your application status online at any time:
https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp Once all your application materials have been received and uploaded, the status of your application should change from INCOMPLETE to IN PROCESS. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for an **8 to 12 week response time** depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**
2. If you are eligible for the certificate, you will receive the certificate in the mail. If you are not eligible, an official evaluation will be sent to you via email. In order to update your email address on TCIS, please RE-REGISTER on TCIS. This applies to applicants who have already created a user id.